

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Loan Servicer's Name]  
[Loan Servicer's Address]  
[City, State, Zip Code]

Subject: FHA Loan Forgiveness Request

Dear [Loan Servicer's Name],

I hope this letter finds you well. I am writing to formally request loan forgiveness for my FHA loan, account number [Your Loan Account Number]. Due to [briefly explain your situation, e.g., financial hardship, job loss, medical expenses], I have been unable to meet my mortgage obligations.

[Provide additional context about your situation, including any relevant dates, efforts made to resolve the situation, and any temporary relief that may have been granted previously.]

I understand the terms of my FHA loan and the implications of my request. I am committed to maintaining open communication throughout this process and provide any additional documentation you may require, such as [list any documents you will provide, e.g., financial statements, job loss verification].

Thank you for considering my request. I appreciate your understanding and support during this difficult time. I look forward to your response.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]